

REPOSTED

VACANCY NOTICE

#2012-06R

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

A022712

Description of Position	TITLE OF POSITION: Benefit Claims Specialist	CLASSIFICATION CODE: 02587700
	SALARY RANGE: (323A) \$42006 - \$48047	REFERENCE POSITION NO.: 1680-50101-03769
	Labor & Training Income Support - CAU	APPLICATION PERIOD: 03-28-12 thru 04-03-12 by 4:00pm
	DEPARTMENT DIVISION/SECTION/UNIT	3 day grace period for LOCAL 401 EMPLOYEES ends on 04-06-12
	Assignment(s) / Comments Limited to Leave to Protect Status thru 08-11-2012	
	Shift and Days: Monday -Friday 8:00am-4:00pm	Job Location: 1511 Pontiac Ave., Cranston, RI 02920
	Restrictions/Limitations: PREVIOUS APPLICANTS NEED NOT REAPPLY	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Name of Bargaining Unit Union: Rhode Island Employment Security Alliance, Local 401		
There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position		
* NOTE: If there is a list, only laterals (employees with the same title) or individuals currently in the position are eligible to apply.		
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Name of department where you are currently employed Title of your present position and date you entered it Your business telephone number Date you entered State service Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	STATEMENT OF DUTIES / RESPONSIBILITIES: In the Department of Labor & Training, to perform research, fact-finding, analysis and/or interviews on complex and disputed claims for unemployment insurance; and to do related work as required. ***For additional information, the job description is available at www.hr.ri.gov/classification/jobspecs.php.***	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: EDUCATION: Such as may have been gained through: graduation from a college of recognized standing with a bachelor's degree in labor relations, personnel, business or public administration, or the behavioral or social sciences, or a closely related field; and EXPERIENCE: Such as may have been gained through: employment in a position responsible for conducting interviews involving fact-finding, analysis and evaluation of data relevant to unemployment issues. OR , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	Where to Apply Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. EMAIL OR MAIL YOUR RESUME OR CS-14 APPLICATION TO: Lisa M. Kearns General Government Service Center Department of Administration Office of Human Resources, 3rd Flr. One Capitol Hill, Providence, RI 02908 EMAIL: LK-resume@hr.ri.gov TTY/TDD#: 711 (Telecommunication Device for the Deaf)	

Rescinded



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER